



PUBLIC SCHOOLS OF NORTH CAROLINA

DEPARTMENT OF PUBLIC INSTRUCTION | June St. Clair Atkinson, Ed.D., *State Superintendent*

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March 30, 2010

TO: More at Four Teachers, Site Administrators, Local More at Four Contractors, Program Contacts, Professional Development Coordinators, and Education Specialists

FROM: Cindy Wheeler, Manager, Teacher Licensure Unit (TLU)

SUBJECT: **ACTION REQUIRED: MANDATORY TRAINING**
NCDPI NEW TEACHER EVALUATION PROCESS REQUIRED FOR ALL
CURRENTLY SERVED TLU TEACHERS AND THEIR SITE
ADMINISTRATORS

All currently served teachers (and their site administrators) must complete this training in order for TLU services to continue in the fall.

The Teacher Licensure Unit (TLU) will be conducting training on a new DPI teacher evaluation tool that the TLU is required to use, beginning fall 2010, to support teachers currently served by the TLU (NC State Board of Education teacher licensure policy TCP-004).

Please read all information carefully before registering for each webinar. If you have questions about this information, please contact Cindy Wheeler (cindy.wheeler@ncpublicschools.gov). If you need help to register for the webinars, contact Jan Ruiz at 919/850.2883 or jan.ruiz@ncpublicschools.gov

Materials Needed for Webinars

All participants will need to download a copy of the **NC Professional Teaching Standards** from the Office of Early Learning website -
<http://www.ncpublicschools.org/docs/profdev/standards/teachingstandards.pdf>

Equipment/space needed

It is suggested that each **MAF contract administrator** consider hosting the webinars for any MAF teacher currently served by the TLU. These initial sessions are being offered for only actively served teachers and their site administrators. Local MAF contractors, program contacts, professional development coordinators and education specialists are invited to attend. Additional sessions will be scheduled for waiting list teachers at a later date. If a central location is not available in your county, participants can use their own personal computers, along with a telephone, headset, or microphone. Please follow the directions given in the webinar announcement/registration included with this memo.

Webinar Dates & Sessions

All participants must complete **three 2-hour webinars** and **one onsite 6-hour session**. Use the information below to guide you in selecting the dates that you need to register for **Part I** (Webinars) of

OFFICE OF EARLY LEARNING

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this required training. Registration for **Part II** will be sent out after you have completed all three webinars and have received your training credit.

**Part I – New Teacher Evaluation Process – Teaching Standards Webinars 3:30 – 5:30 p.m.
(.6 CEUs or 6 contact hours)**

You must select and complete a session from each Track: A, B and C below. Each Track has two sessions from which to choose – Session 1 or Session 2. Register for one each week and tune in!

Track A: Overview of Evaluation Process & Teaching Standard I, 3:30-5:30 p.m.

- Session 1: April 19 or Session 2: – April 20

Track B: Teaching Standards II & III, 3:30-5:30 p.m.

- Session 1: April 26 or Session 2: April 27

Track C: Teaching Standards IV & V, 3:30-5:30 p.m.

- Session 1: May 3 or Session 2: May 4

You will be able to sign on as early as 3:00 p.m. to check your computer and audio (telephone, headset, etc.) connections.

When you have completed your final webinar (May 3 or 4) information and instructions for registering for the **Part II onsite session** will be disseminated to Part I participants.

Part II –New Teacher Evaluation Process & Teacher Practices (.6 CEUs or 6 contact hours)

You must have completed Part I (3 webinars) on the New Teacher Evaluation Process (Overview and Teaching Standards I- V) in order to register for Part II. TLU teachers and site administrators are required to complete Part II. Local MAF contractors, program contacts, professional development coordinators and education specialists are invited to attend.

You will need to select one day from the list below. Registration information will be sent out to all Part I participants, following the completion of the final webinar on (May 4th).

When	Location	Other information
May 13 <u>or</u> May 14	Raleigh (Wake County)	For participants who are located in counties other than Buncombe and Mecklenburg.
June 15 <u>or</u> June 17 <u>or</u> August (TBD)	Charlotte (Mecklenburg County)	For participants from Mecklenburg. Some spaces <u>may</u> be available for Teachers and site administrators located in counties near Mecklenburg.
August 13	Asheville (Buncombe County)	Primarily for Head Start participants employed by Buncombe-Madison Community Action Opportunities. Some space may be available for participants in western North Carolina.

Contact Hours/CEUs (continuing education units) for completing Part I and II – New Teacher Evaluation Process

- You will receive a total of 12 contact hours or 1.2 CEUs for completing three webinars and the onsite session.
 - Six (6) contact hours or .6 CEUs will be awarded once you have completed the first three 2-hour webinars.
 - An additional six (6) contact hours or .6 CEUs will be awarded once you have completed the onsite session.
- You must complete the webinars hours before you will be permitted to register for Part II onsite session – NC DPI Teacher Evaluation Process & Teacher Practices in mid May. A training certificate will be your proof to participate in a Part II session.

Please contact **Jan Ruiz** at 919/850.2883 or jan.ruiz@ncpublicschools.gov, or **Cindy Wheeler** at 919/981.5382 or cindy.wheeler@ncpublicschools.gov directly, if you have questions or need help with this information or in registering for any of the webinars.

We look forward to talking with you in April!

CAW/caw

c: Office of Early Learning Education Consultants
 Office of Early Learning Teacher Licensure Unit Mentors and Evaluators